

Agenda for Solon Library Board Meeting
Monday, April 26, 2021 @7:00 pm

Join Zoom Meeting:

Solon Public Library Staff is inviting you to a scheduled Zoom meeting.

Topic: SPL Board of Trustees Meeting

Time: Apr 26, 2021 07:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83088558042>

Meeting ID: 830 8855 8042

Call to order

Approval of the agenda

Approval of the minutes

- March 29, 2021

Citizen's Speak

Committee reports

- Finance
- Johnson County Liaison
- City Liaison
- Building

Directors Report

Approval of Bills

- April 2021

Review of Foundation report

Old Business

- Finalize expectations/goals for Library Director
- Sunshade project update
- Feedback from April professional development: Library Programming

New Business

- May opportunity for Board professional development: **The Boardroom 2021 series: "Inspire Your Community With Inspiring Stories."** Webinar scheduled May 25, 6:00 - 7:30 pm. You can attend LIVE or watch the archived webinar after the live date.

[Register Here](#)

- HOOPLA digital eBooks, audiobooks, movies and music

Adjourn

The Solon Public Library Board

Meeting Minutes

March 29, 2021

Call to Order

The regular meeting of the Solon Public Library Board was called to order by *Sutton* at 7:05 p.m.

Present

Bob Lancaster, Sandy Lawrence, March Sutton, Chris Christopherson. Liz King (Library Director)

Absent

Frank Cooney, Jackie Nemecek

Approval of Agenda

The agenda was unanimously approved as distributed.

Approval of Minutes

The minutes of the previous meeting were unanimously approved as distributed.

Citizen's Speak and Correspondence

No citizen's speak or correspondence was received by the board.

Committee Reports

- **Building:** Lancaster reported that Robinson Construction will do the library roof shingles the first week of June. Rabe Hardware will start the solar panels installation the third week in June. The last day of the installation the power will need to be shut off for 3 to 5 hours while Alliant switches to the panels, so the staff needs to plan for that. The City will do yard clean-up (stray shingle/roofing debris, etc.) end of June/early July. The City has applied to FEMA for derecho recovery (may receive money for library damage) and there is a \$7800 payment from insurance for the roof damage.
- **Finance:** None
- **Johnson County Liaison:** None
- **City of Solon Liaison:** There is no news about Board applications. Marsh will follow up with Cami.

Library Director's Report

The Library Director's Report reviewed the following: The Friends will again support registration for the Solon Area Garage Sale. Liz spoke to the Solon Women's Club and received positive feedback about the many library programs. Circulation numbers and program participation numbers were shared. Walk-In Browsing will begin Monday, April 5th. Details were shared. The recent Holds Pickup Survey showed that the majority of patrons still preferred a no-contact pick-up. Those hours will be expanded. Summer Reading Program planning is well underway.

Approval of Bills

The March 2021 bills were unanimously approved for payment as presented.

Review of Foundation Report

The Foundation Report was distributed and reviewed.

Old Business

- **Review expectations/goals for Library Director**
Will be discussed at the April meeting.

New Business

- **Sunshade project proposal**
Since the staff is looking at more outdoor programming this summer, Liz identified a need for an outdoor sunshade. Scott has provided information on several choices. The board is supportive, however there may be unexpected costs for roofing and solar panels, so no action was taken at this time.
- **Review State board's new site (IA Learns) to record Board professional development hours.**
Board members present logged into the IA Learns site, looked at the updated Trustee Handbook, identified where to find professional development opportunities, learned how to register for online courses and how to record professional development hours.
- **April opportunity for Board professional development : Library Programming**
Liz distributed the April Library Calendar and suggested that Board members identify an area to participate/view during the next month.

Next Month's Agenda

- **Expectations/goals for Library Director**
- **Sunshade proposal**

Adjournment

The meeting was adjourned at 8:50 p.m.

Next Meeting

Regular Meeting: Monday, April 26, 2021

Submitted by

Sandy Lawrence

Director's Report April 2021

In April I attended regular meetings with the City Council, Friends of the Library, and Solon Public Library Foundation. We have begun receiving Solon Area Garage Sale registrations. The Friends group is starting to work on the gardens around the library and will be interviewing candidates for the seasonal landscaping position on Saturday, April 21st. We are still hopeful that the Friends can safely have their garage sale outside on the lower level at the west end of the building. In addition to the weather, we will also be working around the roof replacement scheduled for early June. The Foundation received 11 applications for the two \$500 scholarships for Solon High School seniors. The scholarship committee will be reviewing them and making their final decisions in time for the SHS Senior Awards night on Wednesday, May 19th. Doug Lindner is creating an investment policy for the Foundation and hopes to have that in place before his retirement in the May/June time frame.

I had the privilege of being interviewed by Solon Speaks for their weekly podcast which promotes good news about the Solon Community. I really enjoyed spending time with these enthusiastic and talented Eighth Graders and their teacher. I was excited for the opportunity to share my story and share news of the library plans with the community through their podcast. They actually gave me two episodes (I wonder if that means I talk too much!) which were aired on April 6 and April 13. They also agreed to help us promote our Summer Reading Programs, especially our Teen Movie Nights and activities.

In April we saved \$76.78 in sales tax on our Amazon purchases thanks to our tax-exempt account. On April 12, I submitted my Level VI Director Endorsement through the State Library of Iowa website. I should receive my certification in the mail soon. I met with Cami and Roman to finalize the FY21 Budget Amendments for the Library Salaries (60100), FICA (61100), IPERS (61300) and Building Maintenance (63100) categories. On April 20, Alexis, Cassi and I attended First Aid/CPR/AED training through the City of Solon. The City has contracted with the Iowa Association of Municipal Utilities to create a safety training program. I plan to work with Scott Kleppe and our regional safety coordinator, Sandy Jordan, on the creation of an Emergency Action Plan for the Library.

Below you will find some statistics from the past month. I would like to draw your attention to the following highlights for the month of April: Alexis's DIY program: Beeswax Wraps attracted 24 participants. One of our patrons checked out a laptop kit so that she could attend this virtual program. Her computer at home could not support Zoom, and our laptop kit made it possible for her to attend. Megan continues to support our IT requirements in the library in addition to maintaining our library website, creating engaging social media posts, monthly electronic newsletter, weekly and monthly newspaper columns, monthly activity calendar, and the monthly digital powerpoint display. Attached is a summary of the March WiFi Statistics. Sherri continues to impress me with her ability to keep up with our new book and DVD shipments. Our Walk-in Browsing has increased exposure to our New Materials shelf, and Sherri's efficient cataloging ensures we always have something new to share with our patrons. Alexis, Cassi, and Deena have been busy providing regular programming while also planning our Summer Reading Programming for all ages. The Teen Advisory Board (TAB) has been instrumental in creating interesting teen summer programming.

Circulation numbers

March 26, 2021 through April 22, 2021

Total Items: 1854 Total Patrons served: 416 Total Patron visits: 359

Inter-library Loan Transactions

50 Items borrowed, 33 items lent to other Iowa libraries

Outreach Book Deliveries:

2 at Lakeview

2 at Solon Learning Academy

1 Spartan Early Childhood Center

1 Solon Independent Living

Public Relations/Online Services

Facebook

- Followers/likes: 1079/993
- Videos: 1400 views
- Number of posts: 73

Instagram

- Followers: 370 (This is a great way to connect with our teens)
- Number of posts: 24

YouTube

- Total Channel views: 144
- Subscribers: 18
- YouTube videos (Storytime, Adult Programs & Tech Help) viewed 55 times.

Website Visits: 1792 (March)

Newsletter: goes out once per month with updates and links to download activity calendar

Link: <https://mailchi.mp/5b5c62df8698/library-calendar-of-events-5148072>

Subscribers: 1397

Notary Services: 3 appointments

Blog Post: Making Connections in the Books We Read written by staff and patrons

Link: <http://solonpubliclibrary.blogspot.com/>

Views: 96

Databases

Bridges

- Users: 154
- Materials downloaded: 795

Kanopy

- Users: 24
- Videos streamed: 4

Youth Programming

BAM POW to Go (k-4th graders):

- 3/25: Watch It: Signs of Spring - 19
- 4/1: Play It: Strategy Games - 36
- 4/8: Make It: Piggie Banks - 32 (Money Smart Week)
- 4/15: Watch It: I Spy - 36
- April Coloring Challenge - 14

Teens (5th-12th graders):

- Teen Reading Challenge, Year-long program - 17 teens, 40 books
- Teen Blog Post - 1
- Teen Advisory Board Meeting - 5
- Manga Me Art Challenge - 0

Storytimes:

- April Theme: Numbers (Sponsored by the Friends of the Library)

Adult Programming

- March Cookbook Club (Chili Powder) - 19
- Basic Estate Planning with Joe Deeny for Money Smart Week - 5
- DIY: Beeswax Wraps - 24
- Book Club - 12
- Beekeeping Classes (3/25, 3/29, 4/1, 4/6) - 21 Second half of 8-part program

Our first month of Walk-in Browsing has been very successful. We have received very positive feedback from our patrons, and it is wonderful to see them here again. I am so grateful to our staff who continue to adapt to our ever-changing work schedule, assisting each patron with a smile. We continue to receive positive feedback for our Single Household appointments in the mornings. The community is also responding well to our new extended hours. The ability to pick up holds Monday through Saturday has been embraced by our patrons and we will continue to preserve the hours of 1:30 - 3:00 pm as no-contact holds pick-up times. This block of time coincides well with Staff lunches and off-desk programming activities.

Starting May 1, we will add Walk-in Browsing every afternoon from 3:00 pm to closing.

Our new schedule will be as follows:

- Single Household Appointments 9:00 am - 12:00 pm Monday - Friday
- Holds Pick-up 1:30 pm - 7:00 pm Monday - Thursday, 1:30 - 5:00 pm Friday, and 9:00 am - 1:00 pm Saturday
- Walk-In Browsing 3:00 - 7:00 pm Monday - Thursday, 3:00 - 5:00 pm Friday, and 9:00 am - 1:00 pm Saturday

We want to ensure our resources and services are safely available to all of our patrons. We will continue to follow CDC recommendations and guidelines regarding in-person activities and meeting room availability. As always, we will continue to be flexible and adapt to the changing needs of our community.

Summer Reading Program updates: Alexis and Cassi are finalizing the Summer Reading Program brochures, reading logs and activity trackers. We will offer both a digital version (READSquared) and a paper version for our patrons. Cassi has contacted the local schools (pre-school - high school) to make arrangements to deliver the Summer Reading Program bags for each student to take home with them. We will be looking for volunteers to help us assemble the kits for each age group. I am working with Roman at the city to ensure we have all the necessary outdoor movie equipment for our movie nights. Alexis has scheduled a Star Gazing experience in collaboration with the University of Iowa, and I have contracted with Darrin Crow-Storyteller, Raptor Rescue, and Blank Park Zoo to provide some fun outdoor, socially distanced family programming. We are going to have a lot of fun this summer Coloring Our World!

We have been contacted by a couple local teachers and we will be hosting visits for The Good Earth school and the 6th Grade Classes from Solon School District. I look forward to welcoming these students to the library and continuing to build community relationships.

Sincerely,

Liz King
Director, Solon Public Library

In March, 243 unique patrons used your library WiFi. On average, these patrons visited to use the WiFi on just under 3 individual days.



Change from prior month
655 ↑ **77.03%**

Monthly Sessions



588 ↑ **80.92%**

Total Visits



243 ↑ **72.34%**

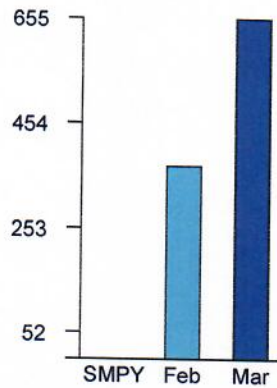
Unique Visitors



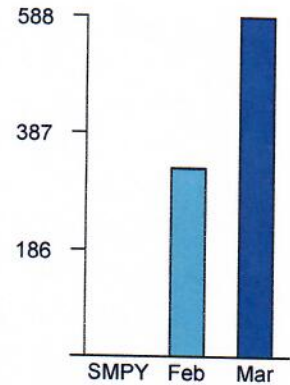
2.42 ↑ **5.22%**

Average Return Rate

Total Monthly Session Count

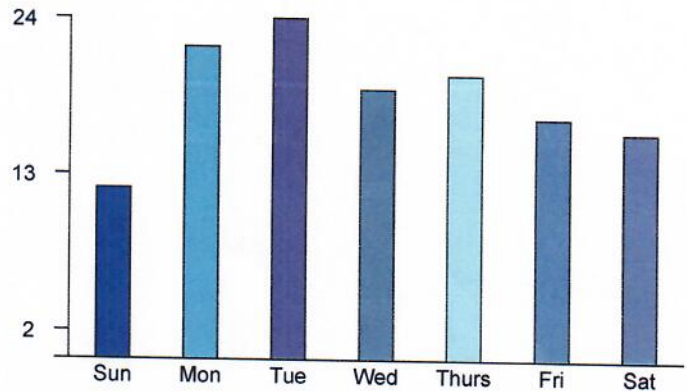


Total Monthly Visits

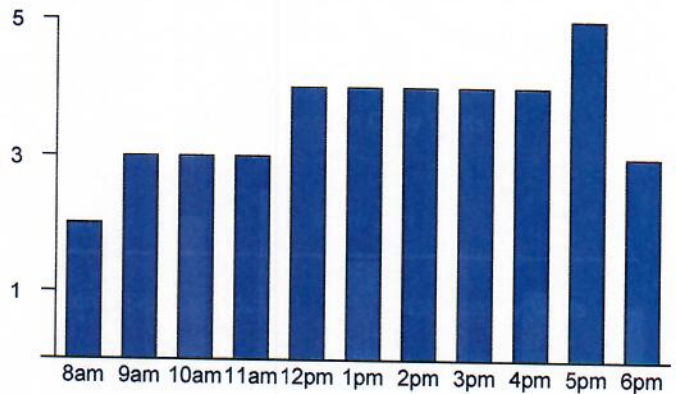


*SMPY: Same Month Prior Year

Average Daily Visits



Average Peak Hourly



"Average dwell time = 57 minutes"

Solon Library Bills for April 2021

Starting balance from Expenditure Report dated 4/22/2021

From Dues, Memberships & Magazines (62100)	\$	15.45
Solon Economist Subscription	\$	49.00
Vital Imagery Ltd. Clipart.com Subscription inv#10810374	\$	50.00
	\$	(33.55)
From Building Maintenance (63100)	\$	(6,241.10)
Joe's Quality Window Cleaning , Inc		
Remaining Balance	\$	(6,241.10)
From Org Vehicle/Equipment Maint AC (63320)	\$	2,582.50
SYNC cloud storage annual contract (Visa)	\$	120.00
Remaining Balance	\$	2,462.50
From Utilities (63710)	\$	7,113.95
Alliant Energy	\$	483.55
MidAmerican Energy	\$	112.90
Total Spent	\$	596.45
Remaining Balance	\$	6,517.50
From Telephone/Internet (63730)	\$	338.17
ICN inv#614664	\$	188.00
South Slope	\$	164.10
Total Spent	\$	352.10
Remaining Balance	\$	(13.93)
From Data Bases (63731)	\$	1,500.00
TumbleBook Library Deluxe annual subscription	\$	400.00
Total Spent	\$	400.00
Remaining Balance	\$	1,100.00
From Education Programs (64340)	\$	1,493.23
SRP Adult Program-Five Below (Reimburse Alexis)	\$	26.50
SRP Youth Program-Amazon (Visa)	\$	192.49
SRP Youth Program-Amazon (Visa)	\$	135.37
SRP Adult Program-Amazon (Visa)	\$	25.00
SRP Youth Program-Amazon (Visa)	\$	42.07
SRP Youth Program-Amazon (Visa)	\$	29.99
SRP Youth Program-Amazon (Visa)	\$	42.96
SRP Youth Program-DEMCO (Visa)	\$	35.32
SRP Youth Program-Discount School Supply (Visa)	\$	71.90
SRP Youth Program-The Haunted Bookshop (Visa)	\$	39.19
Youth Program-Sam's Mainstreet Market (Visa)	\$	19.75
Youth Program-Sam's Mainstreet Market (Visa)	\$	10.30
Youth Program-Target (Visa)	\$	30.00
Youth Program-Walmart (Visa)	\$	13.95
Garrett Elton Video Editing Story time inv#13	\$	330.00
Total Spent	\$	1,044.79
Remaining Balance	\$	448.44
From Library Books (65020)	\$	6,564.20

Baker & Taylor inv#2035856490	\$	171.09
Baker & Taylor inv#2035882253	\$	209.75
Baker & Taylor inv#2035890381	\$	76.23
Baker & Taylor inv#2035893663	\$	321.88
Baker & Taylor inv#2035918045	\$	103.56
Penworthy Company LLC inv#0571288-IN	\$	189.48
Daydreams Comics (Visa)	\$	39.97
Amazon 1 Book (Visa)	\$	7.49
Amazon 1 Book (Visa)	\$	4.48
Amazon 1 Book (Visa)	\$	20.99
Amazon 2 Books (Visa)	\$	31.78
Amazon 3 Books (Visa)	\$	34.80
Amazon 2 Books (Visa)	\$	23.20
Total Spent	\$	1,234.70
Remaining Balance	\$	5,329.50
From Library Video Materials (65030)	\$	3,544.23
Baker & Taylor inv#H54656280	\$	21.74
Baker & Taylor inv#H54684240	\$	21.74
Baker & Taylor inv#H54753700	\$	15.19
Baker & Taylor inv#H54857480	\$	14.49
Baker & Taylor inv#H55076540	\$	21.74
Amazon 2 DVDs (Visa)	\$	24.95
Amazon 1 DVD (Visa)	\$	7.59
Amazon 1 DVD (Visa)	\$	13.99
Amazon 3 DVDs (Visa)	\$	28.91
Amazon 1 set of 3 DVDs (Visa)	\$	39.95
SWANK Movie Licensing USA Inv#3005077	\$	409.00
Total Spent	\$	524.39
Remaining Balance	\$	3,019.84
From Library Audio Materials (65040)	\$	3,135.93
Baker & Taylor inv#2035856490	\$	19.25
Baker & Taylor inv#2035893663	\$	22.00
MicroMarketing inv#844625	\$	44.99
Zoom inv#76809049 (Visa)	\$	16.04
Total Spent	\$	102.28
Remaining Balance	\$	3,033.65
From Puzzles, Puppet Kits, Misc. (65050)	\$	822.28
Total Spent	\$	-
Remaining Balance	\$	822.28
From Operating Supplies (65070)	\$	3,549.55
Amazon HP Toner (Visa)	\$	280.89
Target hand soap (Visa)	\$	5.77
DEMCO labels, bookmarks, disk cleaning supplies, date stamps (Visa)	\$	93.78
DEMCO shelf labels (Visa)	\$	58.04
Lexmark printer cartridges (Visa)	\$	525.33
Office Express office supplies inv#162152-0	\$	20.86
IASL Award book labels Invoice	\$	18.00
Antelope Lending Library inv#04072021	\$	118.78

Amazon Sheet Protectors (Visa) \$	13.06
Tallgrass Business HP Toner and Paper inv#5535331 \$	686.58
Office Express Lexmark Toner inv#163263-0 \$	486.12
Total Spent \$	1,134.51
Remaining Balance \$	2,415.04

From Postage and Shipping (65080) \$	94.81
ILL Books (2) returned (Visa) \$	9.74
Total Spent \$	9.74
Remaining Balance \$	85.07

From Office Equipment (67250) \$	(805.00)
Amazon folding platform cart (Visa) \$	78.48
Amazon Computer Speaker for CIRC 2 desk (Visa) \$	18.39
Total Spent \$	96.87
Remaining Balance \$	(901.87)

EXPENDITURE REPORT

City of Solon

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4/22/2021

2:51 pm

For the Period: 7/1/2020 to 4/30/2021

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 001 - GENERAL FUND							
Expenditures							
Dept: 4410 LIBRARY SERVICES							
60100 SALARIES	187,968.00	187,968.00	171,531.73	7,028.40	0.00	16,436.27	91.3
61100 FICA SOCIAL SECURITY	14,058.00	14,058.00	13,122.09	537.66	0.00	935.91	93.3
61300 IPERS	17,347.69	17,347.69	16,091.73	663.48	0.00	1,255.96	92.8
61500 EMPLOYEE GROUP INSURANCE/ANNUI	20,165.00	20,165.00	0.00	0.00	0.00	20,165.00	0.0
62100 DUES, MEMBERSHIPS & MAGAZINE S	700.00	700.00	684.55	119.00	0.00	15.45	97.8
62400 TRAVEL AND CONFERENCE	1,000.00	1,000.00	365.00	0.00	0.00	635.00	36.5
63100 BUILDING MAINTENANCE	10,000.00	10,000.00	16,241.10	160.00	0.00	-6,241.10	162.4
63320 ORG VEHICLE/EQUIPMENT MAINT AC	4,540.00	4,540.00	1,957.50	0.00	0.00	2,582.50	43.1
63710 UTILITIES	13,000.00	13,000.00	6,482.50	596.45	0.00	6,517.50	49.9
63730 TELEPHONE/INTERNET	3,700.00	3,700.00	3,713.93	352.10	0.00	-13.93	100.4
63731 DATA BASES	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
64080 INSURANCE	13,425.00	13,425.00	11,768.00	11,720.00	0.00	1,657.00	87.7
64140 PUBLISHING	600.00	600.00	698.07	0.00	0.00	-98.07	116.3
64340 EDUCATIONAL PROGRAM	8,500.00	8,500.00	7,006.77	2,193.44	0.00	1,493.23	82.4
65020 LIBRARY BOOKS	22,500.00	22,500.00	15,935.80	2,714.51	0.00	6,564.20	70.8
65030 LIBRARY VIDEO MATERIALS	4,850.00	4,850.00	1,305.77	123.60	0.00	3,544.23	26.9
65040 LIBRARY AUDIO MATERIALS	5,650.00	5,650.00	2,514.07	191.04	0.00	3,135.93	44.5
65050 PUZZELS, PUPPET KITS	1,000.00	1,000.00	177.72	120.23	0.00	822.28	17.8
65070 OPERATING SUPPLIES	7,000.00	7,000.00	3,450.45	381.27	0.00	3,549.55	49.3
65080 POSTAGE AND SHIPPING	900.00	900.00	805.19	6.90	0.00	94.81	89.5
65990 SUPPLIES	100.00	100.00	606.77	0.00	0.00	-506.77	606.8
67250 OFFICE EQUIPMENT	4,000.00	4,000.00	4,805.00	0.00	0.00	-805.00	120.1
LIBRARY SERVICES	342,503.69	342,503.69	279,263.74	26,908.08	0.00	63,239.95	81.5
Expenditures	342,503.69	342,503.69	279,263.74	26,908.08	0.00	63,239.95	81.5
Grand Total Net Effect:	-342,503.69	-342,503.69	-279,263.74	-26,908.08	0.00	-63,239.95	

EXPENDITURE REPORT

City of Solon

Page: 1

4/22/2021

2:53 pm

For the Period: 7/1/2020 to 4/30/2021

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 031 - TRUST & AGENCY LIBRARY							
Expenditures							
Dept: 4411 TRUST & AGENCY LIBRARY BLDG TR							
64340 EDUCATIONAL PROGRAM	500.00	500.00	141.25	0.00	0.00	358.75	28.3
65020 LIBRARY BOOKS	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.0
65030 LIBRARY VIDEO MATERIALS	500.00	500.00	0.00	0.00	0.00	500.00	0.0
65040 LIBRARY AUDIO MATERIALS	500.00	500.00	0.00	0.00	0.00	500.00	0.0
67270 OTHER CAPITAL EQUIPMENT	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.0
TRUST & AGENCY LIBRARY BLDG TR	10,500.00	10,500.00	141.25	0.00	0.00	10,358.75	1.3
Expenditures	10,500.00	10,500.00	141.25	0.00	0.00	10,358.75	1.3
Grand Total Net Effect:	-10,500.00	-10,500.00	-141.25	0.00	0.00	-10,358.75	

**Solon Public Library Foundation
Treasurer's Report
April 20, 2021**

Beginning Balance		\$	33,158.13
Income:			
	Kris retirement donations	\$	295.00
Expenses:			
	ck. #1204 990 Filing reimbursement	\$	9.90
Ending Balance		\$	33,443.23
	Greenstate - 3.26%	CD's	
	Greenstate - .95%	1/1/2022 \$	17,240
		9/19/2021 \$	25,660
	Solon State Bank 2.65%	2/6/2022 \$	22,880
	Bridge Bank - 2.5%	6/18/2021 \$	10,946